

1	- Citation	6
1A	- Interpretation (inserted 1961 amendment).....	6
2	- Prison Staff	6
PART I.....		7
INSPECTOR OF PRISONS		7
3	- Inspection of Prisons.....	7
4	- Investigate Complaints	7
5	- Attention to special inmates	7
6	- Adjudication	7
*	Note rr.7 and 8 revoked by 1961 amendment	7
9	- Annual Report.....	7
PART II.....		7
OFFICIAL VISITORS		7
10-	Appointment	7
11	- Visits to Prisons	7
12	- Interview of Prisoners.....	8
13	- Official Visitor's Book	8
14	- Ex officio Official Visitors	8
PART III.....		8
SUPERIOR OFFICERS.....		8
(i)	The Commissioner of Prisons	8
15	- Responsibilities for all prisons	8
16	- Residence, absence, etc. of Commissioner.....	8
17	- Practise Rigid Economy	8
18	- No other Employment.....	8
19	- Conformity to Rules	8
20	- Observe Officers' Conduct	8
21	- Interviews of Prisoners	9
22	- Inspections of Prisons	9
23	- Reports at Locking-up.....	9
24	- Relations with Medical Officer	9
25	- Inform Relatives of Ill Prisoners.....	9
26	- Report to Minister: Insanity/ Psychiatric Assessment	9
27	- Death of a Prisoner	9
28	- Viewing of Prisons	9
29	- Sketch or Photograph of Establishments	9
30	- Removal of Visitors.....	9
31	- Notice of Prohibited Articles	10
32	- Abstract of Prison Rules	10
33	- Prison Discipline.....	10
34	- Cleanliness.....	10
35	- Testing of Diets	10
*	Note r.36 revoked by 1961 Amendment	10
37	- Keeping of Proper Records.....	10
38	- Checks of Stores, Inventory.....	10
39	- Information on Prison	10
40	- Precautions – Fire	10
41	- Guided by English Rules in Emergency	11
42	- Communications with Minister	11
43	- Chain of Command in absence of Senior Officer	11
44	- Delegation of Duties	11
45	- Submission to IOP of Administration Report.....	11
46	- Free Medical	11
47	- Leave	11
(ii)	Deputy Commissioner and Prisons Superintendent.....	11
48	- Prisons Assigned.....	11
49	- Responsible for Training	11
50	- Checking of Warrants	11
51	- Superintendent to be in charge of CCP.....	12
52	- Superintendent to be in charge of YTC	12
53	- Inspection of Stations	12

54	- Checks of Stores	12
55	- Inspection of Gangs	12
56	- Compliance with Directives of the Medical Officer.....	12
57	- Cooperation with Chaplains & Teachers.....	12
58	- Inspection of Diets.....	12
59	- Investigation of Indiscipline	12
60	- Investigation of Prisoner Complaints and Requests	12
61	- Surprise Visits.....	13
62	- Corporal Punishments.....	13
63	- Hours of Work of Staff	13
64	- Keeping of Records	13
65	- Interview of prisoners on Reception and Discharge	13
66	- Absence	13
67	- Conformity to Rules	13
68	- Transfer.....	13
69	- Free Medical	13
70	- Leave.....	13
(iii)	The Medical Officer.....	14
71	- Duties.....	14
72	- Reporting of Certain Medical Cases.....	14
73	- Visits to establishments	14
74	- Examination on admission and discharge	14
75	- Routine Examinations	14
76	- Special Cases	14
77	- Examination on transfer of a prisoner	14
78.	- Cleanliness and Sanitation.....	14
79	- Death of a prisoner.....	14
80	- Inspection of Prison by P.M.O.....	15
81	- Inspection of Diet	15
82	- Report to Minister on Health of Inmates	15
83	- Report when Inmate Life Endangered	15
84	- Notice when Prisoner Dangerously Ill.....	15
85	- Report to Commissioner on special cases	15
86	- Treatment of Mental Patients	15
87	- Report to Minister on Mental Health.....	15
88	- Assistance of other medical personnel	16
89	- Separation of Prisoners - Contagious Disease	16
90	- Special Diets and Extra Food	16
91	- Recording of Dietary Recommendations.....	16
92	- Examination of Recruits	16
93	- Certification of Officer's Fitness	16
94	- Report on Officer's Sickness	16
95	- Annual Report.....	16
96	- Absence of Medical Officer.....	17
(iv)	The Chaplains.....	17
97	- Interview of Prisoners	17
98	- Visits to Institutions.....	17
99	- Visits to prisoners	17
100-	Condemned Prisoners	17
101-	Performance of Burial Rites.....	17
102-	Supervision of Libraries.....	17
103-	Arrangement of certain events	17
104-	Inform of Current Events	17
105-	Keeping of Records.....	17
106-	Reports of Impropriety	18
107-	Conformity to Prison Rules	18
108-	Annual Report.....	18
109-	Absence of Chaplain	18
110-	Visits by Non Official religious leaders.....	18
(v)	The After-Care Officer	18
111	- Attendance and access	18

112	- Assistance to prisoners	18
113	- Visits to Institutions.....	18
114	- Maintain links with ex-prisoners	18
115	- Monthly Account of disbursements.....	18
116	- Annual Report.....	19
117	- Conformity to Prison Rules	19
118	- Absence of After-Care Officer	19
(vi)	The Matron.....	19
119	- Scope of Duties.....	19
120	- Visits, Inspections and Attendance.....	19
121	- Surprise Visits.....	19
122	- Absence of Matron	19
123	- Visits by male officers or visitors	19
124	- Conformity to Prison Rules	19
(vii)	The Steward and Chief Clerk	20
125	- Assignments to Clerks	20
126	- Notice to CoP of inefficiency	20
127	- Receipt of Monies.....	20
128	- Keeping of Imprest Account.....	20
129	- Keeping of Prisoner Property	20
(viii)	The Warrants Clerk	20
130	- Scope of Duties.....	20
131	- Computation of Fines	20
132	- Returns of Fines Paid.....	20
(ix)	The Storekeeper	20
133	- Scope of Duties.....	20
134	- Keeping of Stores Ledgers.....	20
135	- Preparation of Diet Sheets	21
136	- Scrutiny of Requisitions for Stores.....	21
137	- Checking of Supplies	21
138	- Check Weights and Scales.....	21
139	- Security of Keys to Storeroom.....	21
140	- Account of unfit Articles	21
141	- Assistance in Checking Stores.....	21
142	- Nomination of Assistant Storekeeper	21
(x)	The Correspondence Clerks and Clerks generally	21
143	- Scope of Duties.....	21
144	- Supervision of Clerks	21
145	- Transfer.....	21
146	- Governing Regulations	22
(xi)	The School Teachers	22
147	- Seconded by Director of Education	22
148	- Scope of Duties.....	22
149	- Conformity to Prison Rules	22
150	- Objective to improve and reform.....	22
151	- Submission of Programme of Work	22
152	- Leave Entitlements	22
153	- Uniform entitlements	22
(xii)	The Dispensers	22
154	- Seconded by Director of Medical Services.....	22
155	- Attendance	22
156	- Duties of Senior Dispenser	23
157	- Assistant Dispenser.....	23
158	- Dispensers at CCP	23
159	- Dispenser at YTC	23
160	- Conformity to Rules	23
161	- Scope of Duties.....	23
162	- Reporting of indiscipline	23
163	- Preparation of List of Diets.....	23
164	- Transfer.....	23
165	- Uniform entitlement	23

(xiii) Prison Officers Generally.....	24
166 - Subordinate Officers	24
167 - Appointment, promotions, etc.	24
168 - Training of Subordinate Officers.....	24
169 - Conformity to Rules	24
170 - Reporting of impropriety	24
* Note that rr.171-177, were revoked by 1961 Amendment.....	24
178 - Submission to search	24
* Note that r. 179 was revoked by 1961 Amendment.....	24
180 - Provision of Quarters	24
181 - Reporting of Ill Prisoners.....	24
* Note that r. 182 was revoked by 1961 Amendment.....	24
183 - Reporting of indiscipline	25
* Note that rr.184-185 were revoked by 1961 Amendment.....	25
186 - Communication of Prisoner Complaints	25
187 - Receiving of Visitors	25
188 - Responsibility for Stores, etc.....	25
189 - Keeping of Proper Inventory	25
190 - Procedure on Handing Over	25
191 - Proper acknowledgement prior to Handing Over	25
192 - Special Attention to special prisoners	25
193 - Entering of Cells	25
194 - Engagement in other trade or business	25
195 - Supervision at Divine Service	26
196 - Handling of Keys	26
197 - Complaints by Officer	26
198 - Prejudicial Complaints to be treated as an offence.....	26
199 - Residence of subordinate officers.....	26
200 - Resignation from Service	26
201 - Transfer.....	26
* Note that rr.202-205 were revoked and replaced by the 1961 Amendment.	26
203 - Leave Regulations	26
206 - Absence from duty on account of illness.....	26
207 - Reporting of illness.....	26
208 - Free medical.....	27
209 - Reporting of fitness upon resumption to duty	27
* Note that rr.210-213 were revoked by the 1961 Amendment.....	27
214 - Treatment of fines imposed on officers	27
215 - Provision of Uniforms	27
* Note that r.216 was revoked by the 1961 Amendment.....	27
217 - Firearms	27
218 - Firearms	27
219 - Firearms	27
PART IV	27
PRISONERS	27
General Treatment.....	27
220 - Application of Rules	27
221 - Reception of prisoner at Royal Gaol.....	28
222 - Checking of Warrants	28
223 - Reception of Inmates	28
224 - Description of Inmate	28
225 - Photographs	28
226 - Examination by P.M.O.	28
227 - Bathing.....	28
228 - Contagious Disease.....	28
229 - Posting of Abstract of Prison Rules.....	29
230 - Examination on Transfer/Discharge	29
231 - Exposure to Public.....	29
232 - Custody outside prison	29
233 - Prohibited Articles.....	29
234 - Searching	29

235	- Smoking and Drinking of Prisoners	29
236	- Unauthorised Articles	29
237	- Final Discharge.....	30
238	- Discharge on Sunday or Public Holiday	30
239	- Early Discharge.....	30
240	- Diet	30
241	- Refusal of Diet.....	30
242	- Return of Clothing on Discharge.....	30
243	- Prison Dress	30
244	- Bedding.....	31
245	- Accommodation.....	31
246	- Health and Cleanliness	31
247	- Hair	31
248	- Mohammedan	31
249	- Upkeep of Cell.....	31
250	- Airing.....	31
251	- Employment - Convicted & Unconvicted	31
252	- Employment - Convicted & Unconvicted	32
253	- Work on Public/Religious Holidays	32
254	- Work without association	32
255	- Hours of work	32
256	- Religious Instruction.....	32
257	- Religious Instruction.....	33
258	- Statement of Religious Affiliation.....	33
259	- Religious Literature	33
260	- Education	33
261	- Library	33
262	- Visits & Communications	33
263	- Facility to pay fines.....	34
264	- Legal Visits	34
265	- Police Visits.....	34
266	- Conduct of visits	34
267	- Censoring of Letters	34
268	- Reporting of Offences.....	34
269	- Offences against Prison Discipline.....	34
270	- Powers of Award – CoP, D/Cop, Supt	35
271	- Appeals	35
272	- Powers of Award: IOP	35
273	- Punishment	36
274	- Corporal Punishments.....	37
275	- Restraints	37
276	- Restraints	37
277	- Cellular Confinement	37
278	- Complaints and requests	37
279	- Hearing of Applications.....	37
280	- Petitions	38
281	- Review of Long Sentences	38
282	- Review of Long Sentences	38
283	- Classification	38
284	- Honour Prisoners – Employment.....	38
285	- Remission	39
285A	- Remission (1991 Amendment).....	39
286	- Stages	39
287	- Special Remission.....	40
288	- Awarding of marks for remission	40
289	- Remission and Stage Marks	40
290	- Accreditation of Marks to hospitalized inmates	40
291	- Accreditation of Marks to inmates undergoing punishment.....	40
292	- Accreditation of Marks on Weekend, Holidays, etc.....	40
293.	- Earnings	40
PART V		41

SPECIAL RULES FOR PARTICULAR CLASSES OF PRISONERS	41
Prisoners under sentence of death	41
294 - Condemned prisoners – Reception	41
295 - Condemned Prisoners – Supervision	41
296 - Condemned Prisoners – Visits	41
First Division Prisoners	42
297 - First Division Prisoners	42
298 - First Division Prisoners – Privileges	42
299 - Forfeiture of Privileges	42
300 - Exercise of First Division Prisoners	43
301 - Time served before entering appeal	43
302 - Helpers	43
303 - Application of General Rules to First Division Prisoners	43
304 - Discharge	43
Second Division Prisoners	43
305 - Definition	43
306 - Work	43
307 - Discharge	43
FEMALE PRISONERS WELFARE FUND	43
307A - Welfare Fund	43
PART VI	44
FIRES	44
308 - Communication of Fire	44
309 - Fire to Inmate Building	44
310 - Fire at Infirmary	44
311 - Fire at Night	44
312 - Officers instructed in Fire Drill	44
313 - Prisoners trained in Firefighting	44
314 - Buckets	44
315 - Appliances to be Accessible	44
316 - Priority to Life	45
317 - Posting of Fire Orders	45
318 - Commencement	45

REPUBLIC OF TRINIDAD AND TOBAGO

REVISED ORDINANCES, 1950

RULES AND REGULATIONS

CHAPTER 11. NO.7

1 - Citation

These Rules may be cited as the Prison Rules.

1A - Interpretation (inserted 1961 amendment)

In these Rules –

“Commissioner” means the Commissioner of Prisons;
 “Deputy Commissioner” means the Deputy Commissioner of Prisons;
 “Prison Officer” means a member of the staff of the Prison Department;
 “Minister” means the Minister for the time being charged with the administration
 of the Prisons Department;
 “Territory” means the Territory of Trinidad and Tobago.

2 - Prison Staff

The staff of the Prisons Department shall consist of a Commissioner of Prisons, a Deputy Commissioner of Prisons, Prisons Superintendents, Medical Officers, Clerks, Teachers, Dispensers, Storekeepers, subordinate officers, and such other officers and servants as the Minister [Governor] may from time to time appoint.

PART I
INSPECTOR OF PRISONS

3 - Inspection of Prisons

The Inspector of Prisons (hereinafter referred to as “the Inspector”) shall inspect the Royal Gaol, the Female Prison, the Carrera Convict Prison, the Youth Training Centre at Golden Grove at least once in each month, and when so doing may exercise any of the powers vested in him by section 3 of the West Indian Prisons Act, 1838.

4 - Investigate Complaints

The Inspector shall, upon such visits, investigate every complaint or application made to him by any prisoner, and the prisoners shall be given opportunity of laying their complaints or applications before him.

5 - Attention to special inmates

The Inspector shall upon such visits, have the right to see every prisoner detained in the prison and shall pay special attention to those prisoners who are undergoing punishment in cells and those sick in the infirmaries.

6 - Adjudication

When the Commissioner shall report to him that any prisoner has been guilty of repeated offences against these Rules or rules governing Young Offenders, as the case may be, or of *any offence which the Commissioner himself is not empowered to punish*, the Inspector shall forthwith enquire into and determine the case in a summary manner and shall order the offender to be punished according to the scale of punishment in these Rules or rules governing Young Offenders as the case may be.

* **Note rr.7 and 8 revoked by 1961 amendment**

9 - Annual Report

He shall submit to the Minister as soon as possible after the 31st March in every year, a report on the prisons specified in rule 3, together with the Annual Report of the Commissioner, and shall specify in such report all defects in the construction, management, or discipline of the said prisons, and all improvements which are, in his opinion, requisite for maintaining and improving the government and discipline of the said prisons and for promoting the reformation of prisoners.

PART II
OFFICIAL VISITORS

10- Appointment

The Minister [Governor] may appoint such persons as he may think fit to be Official Visitors to one or more prisons. Such appointments shall be for a period not exceeding three years but may be terminated at any time at the Minister’s [Governor’s] pleasure.

11 - Visits to Prisons

An Official Visitor may enter and inspect *at any time* any prison of the Territory to which he has been appointed a Visitor and shall be afforded full information on all matters connected with such prison and shall be given free access to all parts of such prison and to all prisoners therein.

12 - Interview of Prisoners

On the visit of any Official Visitor, the Commissioner or *Officer-in-charge* shall announce his arrival to the prisoners and opportunity shall be given to every prisoner to interview him. Should the Visitor desire to interview a prisoner, such prisoner shall be brought before him, or he may see such prisoner as he desires, either in his cell or in a room out of sight and hearing of prisoners.

13 - Official Visitor's Book

An Official Visitor's Book shall be kept at each prison in which Official Visitors shall record their visit and make any remarks or recommendations they may consider necessary. A copy of every such entry shall be forwarded to the Minister, for the information of the [Governor], without delay.

14 - Ex officio Official Visitors

The Chief Justice, the members of the Executive Council, the Puisne Judges and the Chief Magistrate shall be ex officio Official Visitors to any prison.

PART III
SUPERIOR OFFICERS

(i) The Commissioner of Prisons**15 - Responsibilities for all prisons**

The Commissioner shall have charge of and be responsible for the proper management of all prisons (but not of Industrial Schools or Orphanages). He shall take care that the prisoners are humanely treated, that discipline and security are strictly enforced and that everything is done to encourage and promote the reformation of the prisoners.

16 - Residence, absence, etc. of Commissioner

The Commissioner shall reside as near as possible to the Royal Gaol and his office shall be at that prison. He shall not be absent from Port-of-Spain at night except with the permission of the Minister who shall be informed of the reason for such absence and the arrangements made for the performance of his duties.

17 - Practise Rigid Economy

The Commissioner shall carefully examine all requisitions for stores, materials and tools before approving orders therefor so as to ensure that rigid economy is practised.

18 - No other Employment

The Commissioner shall not have any other employment except with the consent of the Minister [Governor].

19 - Conformity to Rules

The Commissioner shall strictly conform to the laws and rules relating to prisons and shall be responsible for the due observance of them by all members of the staff.

20 - Observe Officers' Conduct

The Commissioner shall observe the conduct of all officers and enforce on each of them the due execution of his duties.

21 - Interviews of Prisoners

The Commissioner shall interview, or cause to be interviewed, all prisoners on reception and prior to their discharge.

22 - Inspections of Prisons

The Commissioner shall inspect all the prisons and all prisoners as often as is possible paying special attention to gangs working outside the prisons in order to ensure that they are industrious and that all orders respecting their safe custody and the application of labour are duly enforced. He shall state in his Journal when such inspections have been made. He shall at intervals make surprise visits to the prisons at night, and record in his Journal each such visit and the result thereof.

23 - Reports at Locking-up

The Commissioner shall require a report to be made to him at the hour of locking up of the prisoners for the night, as to whether all the officers for duty are present and whether or not everything is correct.

24 - Relations with Medical Officer

The Commissioner shall call the attention of the Medical Officer to any prisoner whose state of mind or body appears to require attention, and *shall, so far as practicable, carry into effect any written recommendation* made by the Medical Officer.

25 - Inform Relatives of Ill Prisoners

When a prisoner is, in the opinion of the Medical Officer, dangerously ill, the Commissioner shall whenever practicable forthwith inform the relatives of such prisoner.

26 - Report to Minister: Insanity/ Psychiatric Assessment

The Commissioner shall, without delay, report to the Minister any case of insanity or apparent insanity occurring among the prisoners, or any case in which the Medical Officer is of the opinion that the mental state of any prisoner is becoming impaired or enfeebled by continued imprisonment, or that the life of any prisoner will be endangered by further imprisonment, or that any sick prisoner will not survive his sentence or is totally and permanently unfit for prison discipline.

27 - Death of a Prisoner

The Commissioner shall upon the death of a prisoner give immediate notice thereof to the Coroner and other authorities as prescribed by the Coroners' Ordinance or other law for the time being applicable. He shall also, when practicable, notify the nearest relative of the deceased.

28 - Viewing of Prisons

The Commissioner shall not allow any person to view any prison or to hold conversation with a prisoner except in accordance with the provisions of these Rules or other relevant provisions.

29 - Sketch or Photograph of Establishments

The Commissioner shall ensure that no person authorised to view any prison makes any sketch or takes any photograph thereof except with the permission of the Minister.

30 - Removal of Visitors

The Commissioner shall have the power to remove from any prison any visitor whose conduct is improper or to order his removal therefrom by any officer.

31 - Notice of Prohibited Articles

The Commissioner shall cause a notice to be affixed at the entrance to each prison cautioning persons against bringing in prohibited articles, a list of which will be given in the notice. Should he suspect any person of bringing in any prohibited article into or of carrying out any property belonging to the government from a prison, he may order such person to be searched.

32 - Abstract of Prison Rules

The Commissioner shall cause an abstract of such of the Rules as relate to the treatment, privileges, earnings and remission of sentence of prisoners to be placed in a conspicuous part of each prison and he shall also ensure that such Rules are explained to prisoners on admission.

33 - Prison Discipline

The Commissioner shall arrange that offences against prison discipline shall be promptly dealt with and shall, *as soon as possible*, investigate any complaint and attend to any application from a prisoner and shall ensure that any prisoner desiring to see the Inspector or any Official Visitor shall have an opportunity of doing so.

34 - Cleanliness

The Commissioner shall enforce a high degree of cleanliness amongst the staff, the prisoners and in every part of the prisons.

35 - Testing of Diets

The Commissioner shall frequently test the quantity and the quality of the diets supplied to prisoners.

* **Note r.36 revoked by 1961 Amendment**

37 - Keeping of Proper Records

The Commissioner shall keep or cause to be kept all records, registers, journals, accounts and other books necessary for the efficient administration of the Prisons Department.

38 - Checks of Stores, Inventory

The Commissioner shall arrange for the regular check of all stores, inventories, records, work orders and accounts by officers of the Department.

39 - Information on Prison

Whenever visits are made to a prison by the Inspector or by an Official Visitor, the Commissioner shall supply such Inspector or Official Visitor with full information regarding such prison and shall give free access to all parts of the prison and to the prisoners therein.

40 - Precautions – Fire

The Commissioner shall take care that precautions against fire are adopted, and that the appliances for the extinction of fire are at all times kept in good order and ready for use. He shall take care that instructions are given as to the steps to be taken in case of fire, and that the officers concerned are acquainted with their duties on such occasions.

41 - Guided by English Rules in Emergency

In *cases of emergency* not sufficiently provided for in these Rules, the Commissioner shall be guided in taking action by the Rules and Standing Orders for Prisons in England, except where the same are clearly inconsistent with any local law.

42 - Communications with Minister

The Commissioner may communicate directly with the Minister on any matter connected with the Prisons Department. All officers may communicate with the Minister in writing through the Commissioner who shall forward that communication without delay, making any observations he may deem necessary upon the contents thereof.

43 - Chain of Command in absence of Senior Officer

The charge of the Prisons Department shall, in the absence of the Commissioner, devolve on the Deputy Commissioner or in his absence on one of the Prison Superintendents deputed by the Commissioner; and the Deputy Commissioner or other officer so deputed shall be competent to perform and shall perform any duty required to be performed by the Commissioner.

44 - Delegation of Duties

The Commissioner may delegate to the Deputy Commissioner or to a Prison Superintendent certain duties other than those connected with their particular station.

45 - Submission to IOP of Administration Report

The Commissioner shall, as soon as possible after the 31st of March in each year, submit to the Inspector for the information of the Minister and the Governor a report in writing with respect to the administration of the prisons of the Territory for the past year.

46 - Free Medical

The Commissioner and his family shall be entitled to free medical attendance and medicines.

47 - Leave

The Commissioner shall be entitled to leave in accordance with the Civil Service Regulations for the time being in force.

(ii) Deputy Commissioner and Prisons Superintendent**48 - Prisons Assigned**

The Deputy Commissioner shall be in charge of the Royal Gaol and Female Prison and shall reside as near to the Royal Gaol as possible. He shall assist the Commissioner in the administration of the Prisons Department.

49 - Responsible for Training

The Deputy Commissioner shall be responsible for the training of the subordinate officers of the prisons and shall be assisted in these duties by the Prisons Superintendents.

50 - Checking of Warrants

The Deputy Commissioner shall carefully check all warrants of commitment and see that they are entered daily in the registers and that the dates of discharge of prisoners are accurately entered in the Discharge Journals.

51 - Superintendent to be in charge of CCP

A Prison Superintendent shall be in charge of the Carrera Convict Prison and shall reside in the quarters provided thereat.

52 - Superintendent to be in charge of YTC

A Prison Superintendent shall be in charge of the Youth Training Centre and shall administer that Centre in accordance with the Regulations made by the Minister under the Young Offenders Detention Ordinance. He shall reside as near as possible to that Centre.

53 - Inspection of Stations

The Deputy Commissioner and the Prison Superintendents shall daily inspect every part of their respective stations and shall see every prisoner once at least in every 24 hours, special attention paid to those undergoing punishment and those in the Infirmarys.

54 - Checks of Stores

The Deputy Commissioner and the Prison Superintendents shall see that a careful check is kept of all stores, clothing and tools at their respective stations in order to ensure that waste is prevented.

55 - Inspection of Gangs

The Deputy Commissioner and the Prison Superintendents shall as frequently as possible inspect gangs working outside their stations in order to ensure that discipline is being maintained and that a full day's work is being done.

56 - Compliance with Directives of the Medical Officer

The Deputy Commissioner and the Prison Superintendents shall take care that all written instructions of the Medical Officer are carried out. Should these instructions *interfere with the daily routine, good order and discipline* of their stations they shall at once confer with the Medical Officer and report the case to the Commissioner.

57 - Cooperation with Chaplains & Teachers

The Deputy Commissioner and the Prison Superintendents shall cooperate with and facilitate the work of the Chaplains and the Teachers.

58 - Inspection of Diets

The Deputy Commissioner and the Prison Superintendents shall frequently inspect the quality and the quantity of the diets and make sure that every prisoner receives the diet to which he is entitled.

59 - Investigation of Indiscipline

The Deputy Commissioner and the Prison Superintendents shall, without delay, investigate all charges against prisoners and deal with them in accordance with these Rules or the Regulations governing Young Offenders, as the case may be.

60 - Investigation of Prisoner Complaints and Requests

The Deputy Commissioner and the Prison Superintendents shall without delay investigate all complaints and requests of prisoners.

61 - Surprise Visits

The Deputy Commissioner and the Prison Superintendents shall at least once a week pay a surprise visit to their station at night.

62 - Corporal Punishments

The Deputy Commissioner and the Prison Superintendents shall be present at all corporal punishments inflicted at their station and shall promptly carry into effect any order or instruction of the Medical Officer in connection therewith.

63 - Hours of Work of Staff

The Deputy Commissioner and the Prison Superintendents shall regulate the duties and hours of work of the staff in consultation with the *Chief Officer* of their Station.

64 - Keeping of Records

The Deputy Commissioner and the Prison Superintendents shall take care that all records, Journals, and other documents are kept up to date and are carefully preserved.

65 - Interview of prisoners on Reception and Discharge

The Deputy Commissioner and the Prison Superintendents shall interview all prisoners on admission and on discharge, bringing to their notice the amount of remission that *may* be gained by good conduct and industry, and any other *rules or orders governing their conduct*. From those about to be discharged they shall ascertain whether or not they have received all money and property taken from them on admission. *To those discharged on licence they shall explain the terms and conditions of the licence.*

66 - Absence

The Deputy Commissioner and the Prison Superintendents shall not be absent from their stations during the prescribed hours of attendance without the permission of the Commissioner.

67 - Conformity to Rules

The Deputy Commissioner and the Prison Superintendents shall carefully observe and carry out all Prison Rules, and orders and instructions of the Commissioner. They shall ensure that all concerned do the same.

68 - Transfer

The Deputy Commissioner and the Prison Superintendents shall be liable to be transferred from one station to another on the order of the [Governor].

69 - Free Medical

The Deputy Commissioner and the Prison Superintendents and their families shall be entitled to free medical attendance and medicines.

70 - Leave

The Deputy Commissioner and the Prison Superintendents shall be entitled to leave in accordance with the Civil Service Regulations for the time being in force.

(iii) The Medical Officer

71 - Duties

The Medical Officer shall have the general care of the health of the prisoners and shall attend all sick *prisoners* and all *officers* and *servants* of the Prisons Department. Medicines prescribed by the Medical Officer shall be supplied at the expense of the Government.

72 - Reporting of Certain Medical Cases

The Medical Officer shall report to the Minister, through the Commissioner, any circumstance connected with the prisoners or the treatment of the prisoners which at any time appears to him to require consideration on medical grounds.

73 - Visits to establishments

The Medical Officer shall visit the Royal Gaol and the Female Prison daily not later than 8.00 a.m.; the Carrera Convict Prison three times a week; and the Youth Training Centre three times a week. He shall visit these stations more frequently if necessary or if called in cases of emergency by the Commissioner.

74 - Examination on admission and discharge

The Medical Officer shall examine every prisoner as early as possible after admission, and record in his Journal the state of his health, the class of work he is fit to do and any other particulars he may think necessary. He shall also examine every prisoner on the morning of his discharge, noting in his Journal any injuries or maladies from which such prisoner may be suffering.

75 - Routine Examinations

The Medical Officer shall, on every visit, examine such prisoners as complain of illness, reporting to the Commissioner in writing their fitness or otherwise for labour. He shall also see every prisoner who is sick in the Infirmary or elsewhere.

76 - Special Cases

The Medical Officer shall, on every visit, see every prisoner who is under restraint in cellular confinement, or on restricted diet or awaiting execution or any other prisoner to whom his attention is specially directed.

77 - Examination on transfer of a prisoner

When a prisoner is about to be removed from any prison the Medical Officer shall examine him and certify as to his fitness to travel, and as to such other particulars regarding him as may be required.

78. - Cleanliness and Sanitation

The Medical Officer shall frequently examine the provisions made for the purpose of cleanliness and sanitation and see whether they are in efficient working order. He shall report at once to the Commissioner any defect or insufficiency therein.

79 - Death of a prisoner

The Medical Officer shall record the following particulars in connection with the death of any prisoner-

- a. the date and time when the illness of such prisoner was first notified to him or noticed by him;
- b. date of beginning of illness (if known);

- c. nature of illness;
- d. date and time of death;
- e. appearance of body after death; and
- f. any other special remarks.

80 - Inspection of Prison by P.M.O.

Once in every quarter the Medical Officer shall inspect every part of every prison for the purpose of ascertaining that nothing exists therein likely to be injurious to the health of the prisoners. The result of this inspection shall be reported by him in writing through the Commissioner to the Minister for the information of the [Governor].

81 - Inspection of Diet

The Medical Officer shall frequently inspect the food (whether cooked or uncooked) of the prisoners and shall report to the Commissioner as to the state and quality of food and as to any deficiency in the quantity or defect in the quality of the water, and also as to the sufficiency of the clothing and bedding, and any other matter which may affect the health of the prisoners.

82 - Report to Minister on Health of Inmates

When the Medical Officer has reason to believe that a prisoner's health is likely to be injuriously affected by prison discipline or treatment, he shall report the case in writing, through the Commissioner, to the Minister together with such recommendations as he thinks proper.

83 - Report when Inmate Life Endangered

Whenever the Medical Officer is of the opinion that the life of any prisoner will be endangered by his continuance in prison, or that any sick prisoner will not survive his sentence, or is totally and permanently unfit for prison discipline, he shall report his opinion and the grounds thereof, in writing, through the Commissioner, to the Minister.

84 - Notice when Prisoner Dangerously Ill

The Medical Officer shall give notice to the Commissioner and the Chaplain when a prisoner appears to be dangerously ill.

85 - Report to Commissioner on special cases

The Medical Officer shall report in writing to the Commissioner the case of any prisoner to which he thinks it necessary on medical grounds to draw attention and shall make such recommendations as he deems needful for the alteration of the discipline or treatment of the prisoner or for the supply to him of additional articles of food or clothing.

86 - Treatment of Mental Patients

The Medical Officer shall have the special care of the mental health of the prisoners, keeping under his special observation any whose mental condition appears to require such observation, and if necessary shall take such steps as he may consider proper with a view to their segregation, or treatment as mental patients.

87 - Report to Minister on Mental Health

The Medical Officer shall report to the Minister through the Commissioner the case of any prisoner whose mental health appears likely to become impaired by continued imprisonment.

88 - Assistance of other medical personnel

- (1) If any case of *peculiar difficulty* or *danger* occurs, the Medical Officer may call in additional medical aid, but if time permits, he shall first apply through the Commissioner for the Minister's approval.
- (2) No serious operation shall be performed without previous consultation with another medical practitioner, except under very urgent circumstances not admitting of delay, and the Medical Officer shall keep a record of such circumstances.

89 - Separation of Prisoners - Contagious Disease

The Medical Officer shall submit to the Commissioner in writing a recommendation for separating from other prisoners any prisoner suffering, or suspected of suffering, from any infectious or contagious disease, and shall immediately take such steps as may be necessary to prevent the spread of any such disease.

90 - Special Diets and Extra Food

The Medical Officer shall prescribe whenever necessary the special diets and extra food for issue to sick prisoners.

91 - Recording of Dietary Recommendations

The Medical Officer shall enter in a Dietary Book the name of any prisoner who is to receive special diet or extra food, the kind of diet or food and the period during which he is to receive same, and the grounds on which such diet or extra food is ordered. This book shall be signed by him and forwarded daily to the Commissioner, Deputy Commissioner or Assistant Commissioner, as the case may be.

92 - Examination of Recruits

The Medical Officer shall examine all candidates for employment in the Prisons Service and certify in writing whether they are mentally and physically fit for such employment.

93 - Certification of Officer's Fitness

On the Commissioner bringing to the notice of the Medical Officer that an officer is absent from duty on the plea of sickness, the Medical Officer shall visit such officer and give a certificate in writing as to whether such officer is fit or unfit for duty, and if unfit he shall state the number of days sick leave recommended.

94 - Report on Officer's Sickness

If the Medical Officer is of the opinion that an officer is unable to perform his duties on account of sickness, which is the result of misconduct or irregularity of life, he shall report the same in writing to the Commissioner.

95 - Annual Report

The Medical Officer shall submit during the month of January in each year, for insertion in the Annual Report of the Commissioner, a report in writing specifying, with reference to the preceding year, the state of health in which the prisoners have been received and the general state of health which has been maintained; the diseases which have been most prevalent; whether any connection can be traced between the diseases which have occurred and the locality or actual state of the buildings, or the diet, employment, or other particular circumstances; the number of deaths, the number of infirmary cases, the number of cases of slight indisposition treated outside of the Infirmary and the proportion of sick to the whole number of prisoners during the year; and any other circumstances with reference to the health of the prisoners that he may consider proper to bring to the attention of the Authorities.

96 - Absence of Medical Officer

When the Medical Officer is ill or absent from duty for any other reason, he shall arrange with the Director of Medical Services to appoint a substitute and shall notify the Commissioner.

(iv) The Chaplains**97 - Interview of Prisoners**

The Chaplains shall attend at the Royal Gaol every morning (except Sunday) not later than 9:00 a.m. for the purpose of interviewing prisoners newly admitted and those about to be discharged.

98 - Visits to Institutions

The Chaplains shall hold services for their respective denominations at least once a week at the Royal Gaol, the Carrera Convict Prison, and the Youth Training Centre at hours to be fixed by the Commissioner. They shall also visit these Institutions on at least one other occasion during the week, preferably in the evening, for the purpose of individual contacts with prisoners.

99 - Visits to prisoners

The Chaplains shall regularly visit prisoners who are under restraint, in cellular confinement, or sick in the Infirmarys.

100- Condemned Prisoners

The Chaplains shall pay special attention to and visit daily prisoners awaiting execution.

101- Performance of Burial Rites

The Chaplains shall read the burial service at the funeral of any prisoner who may die in prison, in case provision for the reading of such service is not otherwise made.

102- Supervision of Libraries

The Chaplains shall have the general supervision of libraries and be responsible for the selection of suitable books and magazines for them and shall arrange for the compilation of catalogues and the issue and return of books.

103- Arrangement of certain events

The Chaplains shall, in consultation with the Commissioner, arrange for suitable members of the public to give concerts, cinema shows, talks, and lectures, for prisoners and shall be present thereat.

104- Inform of Current Events

The Chaplains shall, once a week, read to all prisoners a summary of the news both local and foreign and also bring to their notice any event which they may consider to be of interest to them.

105- Keeping of Records

The Chaplains shall keep a personal record of each prisoner of their denomination. They shall also enter in a journal at each Institution a record of their visits.

106- Reports of Impropriety

The Chaplains shall at once communicate to the Commissioner any abuse or impropriety which may come to their knowledge.

107- Conformity to Prison Rules

The Chaplains shall conform to the Prison Rules and shall not interfere with the working of them as regards the safe custody, discipline and labour of prisoners, but shall support the Commissioner in the maintenance of discipline.

108- Annual Report

The Chaplains shall submit, during the month of January in each year, for insertion in the Annual Report of the Commissioner, a report in writing with reference to their work during the preceding year.

109- Absence of Chaplain

In the case of illness or absence from duty for any cause of a Chaplain he shall inform the Commissioner in writing and nominate a substitute for the approval of the Governor.

110- Visits by Non Official religious leaders

Ministers and priests of religious denominations, other than those for which Chaplains are appointed, may be permitted to visit members of their denomination or faith while in prison, provided that the prisoner expresses a desire to be visited by such minister or priest.

(v) The After-Care Officer**111 - Attendance and access**

The After-Care Officer shall attend at the Royal Gaol daily not later than 9:00 am. for the purpose of interviewing and aiding prisoners on discharge. He shall also be accessible to ex-prisoners at some office or place in Port-of-Spain.

112 - Assistance to prisoners

The After-Care Officer shall whenever possible assist all prisoners on discharge who, in his opinion, require assistance by way of small money grants, travelling warrants, clothing or tools and shall endeavour to get employment for such ex-prisoners.

113 - Visits to Institutions

The After-Care Officer shall regularly visit the prisons and interview prisoners who are about to be discharged with the view of ascertaining their needs as regards clothing, tools and employment.

114 - Maintain links with ex-prisoners

The After-Care Officer shall as far as possible keep in touch with all ex-prisoners and endeavour by all means in his power to keep them from returning to prison.

115 - Monthly Account of disbursements

The After-Care Officer shall submit to the Commissioner at the end of each month a statement showing the amount of money disbursed, and such statement shall be forwarded to the Director of Audit by the Commissioner.

116 - Annual Report

The After-Care Officer shall submit, during the month of January in each year, for insertion in the Annual Report of the Commissioner a report on his work for the preceding year. This report shall contain information as to the number of prisoners assisted, the nature of the assistance, the total expenditure, and any other information considered to be necessary.

117 - Conformity to Prison Rules

The After-Care Officer shall conform to the Prison Rules and shall not interfere with the working of them as regards the safe custody, discipline and labour of prisoners but shall support the Commissioner in the maintenance of discipline.

118 - Absence of After-Care Officer

Where the After-Care Officer is ill, or is absent from duty for any other cause, he shall inform the Commissioner in writing and nominate a substitute for the approval of the Governor.

(vi) The Matron**119 - Scope of Duties**

119. The Matron shall reside as near as possible to the Royal Gaol. She shall have the care and superintendence of the whole of the female prisoners. The entrance gates of the Female Prison shall be secured by locks of a different type from those used in the Male Prison.

120 - Visits, Inspections and Attendance

The Matron shall exercise a close and constant personal supervision over the whole of the Female Prison. She shall visit and inspect daily all parts of the prison where female prisoners are employed or confined, and shall give special attention to any female prisoner who is sick or under restraint or in cellular confinement. Neither the Matron nor any female officer shall quit the Prison during duty hours without the permission of the Commissioner.

121 - Surprise Visits

The Matron shall from time to time pay a surprise visit to the Female Prison during the night and satisfy herself as to its state. Such visits shall be made at varying intervals and at varying times and not less than once a week.

122 - Absence of Matron

Whenever the Matron is absent, her duties shall be performed by a qualified female officer approved by the Commissioner and such officer shall have all the power and perform all the duties of the Matron.

123 - Visits by male officers or visitors

The Matron shall take care that no male officer or visitor enters any part of the Female Prison unless accompanied by herself or some other female officer.

124 - Conformity to Prison Rules

The Matron shall conform to the Prison Rules and to orders and instructions of the Commissioner in so far as they apply to female officers and female prisoners.

(vii) The Steward and Chief Clerk

125 - Assignments to Clerks

The Steward shall, with the approval of the Commissioner, assign to each clerk at the Royal Gaol specific duties and shall ensure, by constant personal supervision, that these duties are efficiently performed and that the office work is kept up to date.

126 - Notice to CoP of inefficiency

The Steward shall immediately bring to the notice of the Commissioner any omission or irregularity in the work of the clerks or in their attendance.

127 - Receipt of Monies

The Steward shall receive all monies paid for fines, work orders, prisoners' property and see that same are promptly brought to account and paid into the Treasury.

128 - Keeping of Imprest Account

The Steward shall be responsible for the keeping of an Imprest Account and the Cash Book.

129 - Keeping of Prisoner Property

The Steward shall receive and keep in safe custody the property of prisoners other than clothing.

(viii) The Warrants Clerk

130 - Scope of Duties

The Warrants Clerk shall carefully check all warrants received at the Royal Gaol and immediately draw the attention of the Commissioner or his Deputy to any error or omission in same. He shall carefully compute each prisoner's date of discharge and at once enter all particulars in the Registers, Discharge Journals and Criminal Records.

131 - Computation of Fines

The Warrants Clerk shall compute the amount of fines and other sums to be paid by a prisoner to effect his discharge. He shall preserve unmutilated all warrants and documents in connection with prisoners.

132 - Returns of Fines Paid

The Warrants Clerk shall daily write up the returns of fines paid, and shall keep all statistics up to date.

(ix) The Storekeeper

133 - Scope of Duties

The Storekeeper shall be responsible for all stores, and for the receipt and issue of same. All deficiencies due to his carelessness or negligence shall be made good by him.

134 - Keeping of Stores Ledgers

The Storekeeper shall keep the Stores Ledgers up to date.

135 - Preparation of Diet Sheets

The Storekeeper shall daily prepare the Dietary Sheets in accordance with the Dietary Scale and shall issue the several articles required for the same.

136 - Scrutiny of Requisitions for Stores

The Storekeeper shall scrutinize all requisitions for stores and forward same for the approval of the Commissioner, drawing attention to any demands which he may consider excessive.

137 - Checking of Supplies

The Storekeeper shall carefully check all articles supplied by the contractors and immediately report to the Commissioner any defect in the quality or shortage in the quantity thereof.

138 - Check Weights and Scales

The Storekeeper shall periodically check the weights and scales in use to ensure that they are correct at all times.

139 - Security of Keys to Storeroom

The Storekeeper shall not deliver up the keys of the Storeroom to anyone except with the approval of the Commissioner.

140 - Account of unfit Articles

The Storekeeper shall keep an account of all articles unfit for further use, and shall prepare a list quarterly for condemnation by a Board of Survey.

141 - Assistance in Checking Stores

The Storekeeper shall give full information and allow free access to any officer appointed to check the stores.

142 - Nomination of Assistant Storekeeper

The Storekeeper shall be aided in his duties by an Assistant Storekeeper to be nominated by the Commissioner.

(x) The Correspondence Clerks and Clerks generally**143 - Scope of Duties**

The Correspondence Clerk shall be responsible for the accurate filing of all correspondence, and shall keep a record of all outgoing letters and see that they are promptly dispatched. He shall open in-coming letters, except those marked "secret" or "confidential", and pass them to the appropriate officer to be dealt with.

144 - Supervision of Clerks

The Clerks stationed at Carrera Convict Prison and the Youth Training Centre shall be under the supervision and orders of the Prisons Superintendent in charge of these stations. Those stationed at Royal Goal shall perform the duties which have been assigned to them.

145 - Transfer

All clerks, other than the Steward, the Warrants Clerk and the Storekeeper, may be transferred at any time from one station of the Department to another, on the order of the Commissioner.

146 - Governing Regulations

All clerks shall be subject to and be governed by the Civil Service Regulations for the time being in force.

(xi) The School Teachers

147 - Seconded by Director of Education

The School Teachers shall be seconded by the Director of Education from the Education Department for duty in the Prisons Department.

148 - Scope of Duties

The School Teachers shall give instruction at such hours and at such stations of the Prisons Department as the Commissioner may from time to time direct.

149 - Conformity to Prison Rules

The School Teachers shall conform to and maintain all Prison Rules and shall be subject to the rules relating to subordinate officers.

150 - Objective to improve and reform

The School Teachers shall endeavour by every means in their power to improve and reform all prisoners committed to their teaching.

151 - Submission of Programme of Work

The School Teachers shall, towards the end of each year, submit to the Director of Education, through the Commissioner, a programme of work for the ensuing year.

152 - Leave Entitlements

- (1) The School Teachers shall be entitled to six weeks leave annually, subject to the exigencies of the service, which leave may be taken at a period indicated by the Commissioner.
- (2) The School Teachers may be granted sick leave, not exceeding 28 days annually, by the Commissioner on the recommendation of the Medical Officer.

153 - Uniform entitlements

The male School Teachers shall be entitled to two suits of uniform yearly, in accordance with Schedule II hereto.

(xii) The Dispensers

154 - Seconded by Director of Medical Services

Dispensers shall be seconded by the Director of Medical Services from the Health Department for duty in the Prisons Department. They may be granted vacation leave by the Director of Medical Services provided a leave relief is appointed.

155 - Attendance

The Senior Dispenser shall attend at the Royal Gaol from 8 a.m. to 4 p.m. daily and at such other times as circumstances may render necessary.

156 - Duties of Senior Dispenser

The Senior Dispenser shall be responsible for the drugs and medicines in the Infirmary at the Royal Gaol and for the replenishment of same. He shall also be responsible for the supply of drugs and medicines to the other stations of the Department, as may be directed by the Medical Officer.

157 - Assistant Dispenser

The Senior Dispenser shall be aided in his duties by an Assistant Dispenser who shall be in attendance at the Royal Gaol from 7:30 a.m. to 4 p.m. and again at 7 p.m. and at such other times as circumstances may render necessary.

158 - Dispensers at CCP

Two Assistant Dispensers shall reside at Carrera Convict Prison in the quarters provided and shall not leave that prison except with the permission of the Prisons Superintendent in charge.

159 - Dispenser at YTC

An Assistant Dispenser shall attend at the Youth Training Centre daily from 7:30 a.m. to 4 p.m. and at such other times as circumstances may render necessary.

160 - Conformity to Rules

The Dispensers shall conform to and maintain all Rules and orders relating to the government and administration of the prisons and Youth Training Centre, and shall be subject to the rules applicable to subordinate officers, except with regard to leave in which case they will be subject to Civil Service Regulations for the time being in force.

161 - Scope of Duties

The Dispensers shall be responsible for all drugs and medicines at their respective stations, the compounding of prescriptions and the carrying into effect of all orders of the Medical Officer with regard to the treatment, diet and clothing of sick prisoners whether confined in the Infirmaries or treated as out-patients.

162 - Reporting of indiscipline

The Dispensers shall see that the Infirmaries are kept clean and tidy and that prisoners confined in them behave in an orderly manner. They shall report to the Superior Officer in charge all cases of misconduct or other breaches of the Rules or orders.

163 - Preparation of List of Diets

The Dispensers shall prepare daily a list of the diets entered by the Medical Officer in the Dietary Book and forward these to the Storekeeper as early as possible.

164 - Transfer

The Assistant Dispensers may be transferred at any time from one station of the Department to another, on the order of the Commissioner.

165 - Uniform entitlement

The Dispensers shall be entitled to two suits of uniform yearly in accordance with Schedule II hereto.

(xiii) Prison Officers Generally

166 - Subordinate Officers

Every officer, with the exception of the Commissioner, the Deputy Commissioner, the Prison Superintendents, the Medical Officers, the Chaplains, the After-Care Officer, the Matron and the Civil Service Clerks, shall be deemed to be a subordinate officer.

167 - Appointment, promotions, etc.

Subordinate officers except School Teachers and Dispensers shall be selected by the Commissioner, passed as fit by the Medical Officer, and appointed by the [Governor] Minister subject to twelve months probation. This period may be increased with the approval of the [Governor] Minister. Should a probationer prove to be unsuitable, his services may be dispensed with by the Commissioner. Promotions shall be approved by the [Governor] Minister.

168 - Training of Subordinate Officers

Subordinate officers shall undergo such training during their probation and throughout their service as may be ordered by the Commissioner.

169 - Conformity to Rules

Subordinate officers shall strictly conform to and obey all Prison Rules and orders and instructions issued by the Commissioner, Deputy Commissioner or any Prison Superintendent and shall assist to their utmost in maintaining order and discipline.

170 - Reporting of improbity

Every officer or servant of the Prisons Department shall at once communicate to the Commissioner, or the Deputy Commissioner or a Prison Superintendent any abuse or improbity which may come to his knowledge.

* **Note that rr.171-177, were revoked by 1961 Amendment**

178 - Submission to search

Every officer or servant of the prison shall submit himself to be searched in the prison if called upon to do so by the Commissioner, or Deputy Commissioner, or a Prison Superintendent.

* **Note that r. 179 was revoked by 1961 Amendment**

180 - Provision of Quarters

An officer provided with quarters shall vacate such quarters when required to do so. Should he die while in service, his family shall give up the quarters when required to do so.

181 - Reporting of Ill Prisoners

It is the duty of every subordinate officer to direct the attention of the Commissioner or the Deputy Commissioner or a Prison Superintendent to any prisoner (whether he complains or not) who appears not to be in good health, or whose state of mind appears to be deserving of special notice and care, and it is the duty of the Commissioner, or Deputy Commissioner or Prison Superintendent, without delay, to bring such cases to the notice of the Medical Officer.

* **Note that r. 182 was revoked by 1961 Amendment**

183 - Reporting of indiscipline

A subordinate officer shall make an immediate report to a superior or senior officer of any misconduct or disobedience of orders by a prisoner.

* **Note that rr.184-185 were revoked by 1961 Amendment**

186 - Communication of Prisoner Complaints

A subordinate officer shall, without delay, inform the Commissioner or the Deputy Commissioner or a Prison Superintendent of any prisoner who desires to make any complaint or to prefer any request.

187 - Receiving of Visitors

No officer shall not be permitted to receive any visitors in any prison without the permission of the Commissioner.

188 - Responsibility for Stores, etc.

Officers in charge of stores, tools or other Government property will be held responsible for them, and will be liable to pay for any articles committed to their charge which they cannot satisfactorily account for.

189 - Keeping of Proper Inventory

A list of tools and other implements shall be kept in every toolroom, workroom or shed and the officer in charge thereof shall be responsible that all tools enumerated thereon are available at all times, and shall produce a receipt for any article issued to another officer.

190 - Procedure on Handing Over

Subordinate officers shall, when they relieve each other, point out to their successors all matters of special importance, check over all tools or other articles committed to their care, and pass on any orders they may have received.

191 - Proper acknowledgement prior to Handing Over

No subordinate officer shall, on any pretext whatsoever, leave prisoners entrusted to his care until he has received an audible and proper acknowledgement for them from the officer to whom he is handing over.

192 - Special Attention to special prisoners

Officers shall pay special attention to prisoners in cellular confinement and see that they are provided with necessaries, that their slops are frequently removed, and that they are visited at regular times (special care shall be taken that an interval of more than three hours does not occur between visits).

193 - Entering of Cells

No subordinate officer shall on any account enter the cell of a prisoner at night unaccompanied by another officer and then only in case of illness of a prisoner or other emergency.

194 - Engagement in other trade or business

Officers will not be allowed to follow or to be concerned in any trade or business, nor, without special permission, to hold any office of a public character unconnected with the Prisons Department.

195 - Supervision at Divine Service

Subordinate officers shall attend Divine Service with the prisoners, and the senior officer on duty will be held responsible for seeing that this is done.

196 - Handling of Keys

Officers entrusted with keys shall not on any pretext leave them about unguarded nor take them out of the prison. When leaving the prison they shall deliver their keys to the gatekeeper.

197 - Complaints by Officer

Nothing in these Rules shall prohibit an officer from making a complaint or request in connection with his duties or conditions of service to the Commissioner, or to the Minister or other superior authority either by himself and forwarded through the Commissioner or forwarded through any Association which is recognized by the Minister or other superior authority as being competent to make representations on his behalf.

198 - Prejudicial Complaints to be treated as an offence

Any such complaint or request as is mentioned in rule 197 if made by an officer in a manner prejudicial to good order or discipline or if made or forwarded contrary to the provisions of that rule shall render the officer liable to dismissal or some lesser punishment.

199 - Residence of subordinate officers

Subordinate officers shall reside within the limits of the City of Port-of-Spain unless special permission has been granted in writing by the Commissioner to live outside that limit.

200 - Resignation from Service

A subordinate officer wishing to resign from the service shall give one month's notice in writing to the Commissioner. Absence from duty subsequent to the giving of such notice shall disqualify the officer from pay, except when such absence is the result of some accident or injury sustained while on duty. The Commissioner may, on receipt of notice or resignation, forthwith release the officer from further service.

201 - Transfer

A subordinate officer may be transferred at any time from one prison to another on the order of the Commissioner.

LEAVE

* Note that rr.202-205 were revoked and replaced by the 1961 Amendment.

*** Note that rule 202 and Schedule III were repealed by 1990 Amendment

203 - Leave Regulations

Subordinate officers shall be entitled to leave in accordance with the relevant Regulations for the time being in force applicable to public officers.

206 - Absence from duty on account of illness

Should the Medical Officer report that a subordinate officer's illness is due to misconduct or irregularity of life, the Commissioner shall at once engage a substitute at the officer's expense. If at the end of three months the officer is still absent from duty, the matter will be reported to the [Governor] Minister, with the opinion of the Medical Officer, for consideration of the officer's further retention in the Service.

207 - Reporting of illness

A subordinate officer who is unable through illness to attend at the Prison where he is stationed to be seen by the Medical Officer shall report the circumstances in writing to the Commissioner without delay. The Commissioner shall as soon as possible request the Medical Officer to visit the officer and report on his condition.

208 - Free medical

Subordinate officers shall be entitled to medical attendance and medicines at the public expense. Treatment at the General Hospital shall be paid for by the officer at the rate approved from time to time by the [Governor] Minister.

209 - Reporting of fitness upon resumption to duty

An officer who has been granted sick leave will not be allowed to return to duty unless the Medical Officer reports him fit to perform such duty.

DISCIPLINE

* **Note that rr.210-213 were revoked by the 1961 Amendment**

214 - Treatment of fines imposed on officers

All fines imposed on officers shall be deducted from their monthly pay and deposited by the Commissioner to the credit of the “Good Conduct and Relief Fund” in the Post Office Savings Bank in the name of the Inspector of Prisons and the Commissioner as trustees. This fund shall be administered in accordance with the terms set out in Schedule I hereto.

UNIFORM AND ACCESSORIES**215 - Provision of Uniforms**

Subordinate officers shall be provided with uniforms and accoutrement as set out in Schedule II hereto. All uniforms and accoutrement are to be considered as the property of the Government and must be returned to Store on the resignation or dismissal of an officer. The value of articles not returned to Store will be deducted from the officer's pay.

* **Note that r.216 was revoked by the 1961 Amendment**

FIREARMS**217 - Firearms**

Male Officers shall be instructed in the use of firearms. The Commissioner may order officers in charge of prisoners within or without any prison to carry firearms.

218 - Firearms

The use of firearms should be resorted to only in cases of extreme necessity, when all other measures have failed, in order to protect life, to frustrate mass attacks or escapes or mutiny, or to prevent the setting on fire of Government property.

219 - Firearms

Officers must bear in mind that searching investigation will be made into every case of injury or death from shooting and that charges of murder or manslaughter may follow such investigation.

PART IV***PRISONERS*****General Treatment****220 - Application of Rules**

The rules in this Part shall apply to all classes of prisoners except in-so-far as they may be inconsistent with the rules as to particular classes of prisoners.

221 - Reception of prisoner at Royal Gaol

Prisoners will not be received at the Royal Gaol earlier than 6:00 a.m. or later than 8:00 p.m. except with the special permission of the Commissioner

222 - Checking of Warrants

No prisoner shall be received into any prison unless the usual form of commitment properly filled up in all its parts has been put into the hands of the Commissioner or officer in charge.

223 - Reception of Inmates

1. Prisoners on admission shall be strictly and minutely searched by the Reception Officer (males by the male Reception Officer, females by the Reception Matron), but with all regard to decency. Their clothing shall be removed and kept in the custody of the Reception Officer who shall take due care of them, but no responsibility shall be accepted for unavoidable deterioration through age or to damage done by rats or other pests.
2. All personal effects (except clothing) and money shall be taken from prisoners and handed to the Steward who shall be responsible for the safe custody thereof.
3. All property and clothing taken from prisoners on admission shall be entered in the Prisoners' Property Book by the Reception Officer, and signed for by the owner on admission and discharge. The Steward will initial all entries of personal effects and money received by him, and his initials shall hold good as a receipt for the articles against which they appear.
4. Articles which, in the opinion of the Commissioner are too bulky for storage, will not be received. Matches or other articles of a dangerous nature will not be received.

224 - Description of Inmate

The name, age, height, weight, particular marks, and such *other measurements and particulars* as may be required in regard to a prisoner shall, upon his admission, and from time to time, be recorded by such officer and in such manner as may be directed by the Commissioner.

225 - Photographs

Every prisoner may, if required for purposes of justice, be photographed on reception and subsequently; but no copy of the photograph shall be given to any person unless he is officially authorised to receive it.

226 - Examination by P.M.O.

Every prisoner shall, as soon as possible after admission, be separately examined by the Medical Officer, who shall record the state of health of the prisoner, the class of labour he is fit to perform and such other particulars as the Commissioner may request him to record.

227 - Bathing

Every prisoner shall take a bath on reception and at the times fixed by the Commissioner, unless it shall be otherwise directed in any particular case by these Rules or by the Commissioner or the Medical Officer.

228 - Contagious Disease

If a prisoner is found to have any infectious or contagious disease, or to be in a verminous condition, steps shall at once be taken to treat the condition and to prevent it from spreading to other prisoners.

229 - Posting of Abstract of Prison Rules

An abstract of the Prison Rules, relating to the discipline, conduct and treatment of the prisoners shall be kept in each division of every prison, and shall be explained to all prisoners on admission.

230 - Examination on Transfer/Discharge

Every prisoner shall be examined by the Medical Officer *before being removed* to another prison or discharged. No prisoner shall be removed to any other prison unless the Medical Officer certifies that he is fit for removal, and no prisoner due for discharge who is suffering from any acute or dangerous illness shall, unless he refuses to stay, be sent out of prison until in the opinion of the Medical Officer it is safe to do so.

231 - Exposure to Public

A prisoner shall be exposed to public view as little as possible while being removed from or to a prison.

232. - Custody outside prison

Convicted prisoners for whose production at any place an order is issued, shall, while outside the prison be kept in the custody of the prison officers directed to convey them to that place. Un-convicted prisoners shall be handed over at the Royal Gaol to the Police who shall be responsible for their conveyance and custody.

PROHIBITED ARTICLES

233 - Prohibited Articles

- (1) No prisoner shall have in his possession any unauthorised article, and any such article found in the possession of a prisoner shall be deemed to be a prohibited article and may be confiscated by the Commissioner.
- (2) No person shall without authority convey or throw into, or deposit in a prison, or convey or throw out of a prison, or convey to any prisoner, or deposit with a view to its coming into the possession of any prisoner, any money, clothing, food, drink, tobacco, letter, paper, books, tools or other article whatever. Anything so conveyed, deposited or thrown without authority shall be deemed to be a prohibited article and may be confiscated by the Commissioner.

234 - Searching

All persons or vehicles entering or leaving any prison may be examined and searched, and any person suspected of bringing any prohibited article into any prison, or of carrying out any prohibited article or any property belonging to a prison, shall be stopped and immediate notice shall be given to the Commissioner.

235 - Smoking and Drinking of Prisoners

1. No prisoner shall be given or allowed to have any intoxicating liquor except in pursuance of a written order of the Medical Officer specifying the quantity to be given and the name of the prisoner for whose use it is intended.
2. No prisoner shall be allowed to smoke or to have in his possession any tobacco except in accordance with such orders as may be given by the Commissioner.

236 - Unauthorised Articles

Any unauthorised article found secreted on a prisoner, after he has passed to his cell or ward, shall be destroyed, except money, which shall be paid into the Treasury for the use of the Territory.

DISCHARGE

237 - Final Discharge

Subject to rules 304 and 307, prisoner shall, on the day of their discharge, be handed over to the Police for conveyance to Police Headquarters for final discharge.

238 - Discharge on Sunday or Public Holiday

Every prisoner whose term of imprisonment expires on Sunday, Christmas Day, Good Friday or Corpus Christi, shall be entitled to his discharge on the previous day, and the Commissioner of Prisons is hereby required to discharge such prisoner on the preceding day accordingly. Prisoners from Tobago whose sentence would expire on the day after the departure of the coastal or other convenient steamer, shall be discharged on the day before.

239 - Early Discharge

No prisoner shall be discharged before the expiration of his sentence except on the order of the [Governor] President.

FOOD, CLOTHING AND BEDDING**240 - Diet**

- (1) Except when placed on restricted diet, prisoners shall be allowed their daily food in accordance with one of the dietary scales set out in Schedule IV to these Rules, and the Commissioner of Prisons shall ensure that the provisions supplied for the use of prisoners are of proper quality and weight.
- (2) The diet prescribed in any of the scales A, B, C, or D in Schedule IV to these Rules shall be issued on such days as the Commissioner may direct. Prisoners whose religious faith prohibits the eating of beef or pork may elect on admission to prison to have mutton substituted for the said articles of diet wherever any such article is prescribed in the said Schedule.
- (3) Prisoners placed on restricted diet as a punishment under the provisions of these Rules shall be given food in accordance with the appropriate scale prescribed in and the provisions of schedule V to these Rules.

241 - Refusal of Diet

A prisoner who has any complaint to make regarding his diet or who wishes it to be weighed to ascertain whether it contains the prescribed quantity, must make his request as soon as possible after the diet is handed to him, and it will be weighed in his presence and in that of the officer deputed for that purpose. Should, however, repeated groundless complaints be made by any prisoner under this rule, with the evident purpose of giving annoyance or trouble, it shall be treated as a breach of prison discipline, and the offender will be liable to be punished accordingly.

242 - Return of Clothing on Discharge

On the discharge of a prisoner, his own clothes shall be returned to him unless it has been found necessary to destroy or otherwise dispose of them in which case proper clothing shall be provided.

243 - Prison Dress

- (1) The prison dress of every convicted prisoner shall be the following:-
For males – a shirt, a pair of shorts and a hat, a handkerchief and a night shirt.
For females – a dress and a cap, combination of underclothes, a handkerchief and a nightgown.
- (2) Additional underclothing and shoes or slippers shall be supplied on the written authority of the Medical Officer.

244 - Bedding

- (1) Male prisoners shall be supplied with a hammock and a blanket. Female prisoners shall be supplied with bed boards and a blanket.
- (2) Additional bedding shall be supplied on the written recommendation of the Medical Officer.

ACCOMMODATION**245 - Accommodation**

When accommodation is available every prisoner shall occupy a cell by himself by night. When for medical or other special reasons, it is necessary for prisoners to be associated, no fewer than three prisoners may be placed in one cell, and each shall be supplied with separate bedding.

HEALTH AND CLEANLINESS**246 - Health and Cleanliness**

Every prisoner shall obey such directions as may from time to time be given by the Commissioner as regards washing, bathing, shaving and hair cutting.

247 - Hair

The hair of a female prisoner shall not be cut without her consent except on account of vermin or dirt or when the Medical Officer deems it requisite on the grounds of health and the hair of a male prisoner shall not be cut closer than may be necessary for purposes of health and cleanliness.

248 - Mohammedan

The hair and beard of a Mohammedan shall not be cut except on the written order of the Medical Officer on account of vermin or dirt or on the grounds of health.

249 - Upkeep of Cell

Every prisoner shall keep his cell, and the utensils, books and other articles issued for his use, and his clothing and bedding, clean and neatly arranged, as may be directed.

250 - Airing

1. Arrangements shall be made as far as practicable for every prisoner who is not employed on outdoor work to take *exercise daily* for one hour, or for such longer periods as the Medical Officer may deem necessary in the case of any individual prisoner, having regard to the state of his health and the nature of his work. The exercise shall take place in the open air except in inclement weather.
2. Every prisoner, except if excused by the Medical Officer on medical grounds, shall take such exercise as ordered.

EMPLOYMENT**251 - Employment - Convicted & Unconvicted**

1. Every convicted prisoner sentenced to hard labour, unless excused by the Medical Officer on medical grounds, shall from the beginning of his sentence be employed on useful work.
2. No prisoner shall be employed on any class of work unless he has been certified by the Medical Officer as fit for that class of work.
3. For prisoners who are required to work at prison employment, the hours of employment shall not be more than eight a day and arrangements shall, so far as

practicable, be made for such prisoners to work for at least six hours in associated or other employment outside their cells.

252 - Employment - Convicted & Unconvicted

1. No prisoner shall be employed on any work not authorised by the [Governor] Commissioner.
2. No prisoner shall, except with the authority of the [Governor] Commissioner or in pursuance of special rules, be employed in the service of any other prisoner or of any officer or servant of a prison, or for the private benefit of any person: Provided that the provisions of this paragraph shall not be deemed to apply to the authorised making of articles of furniture, clothing and other articles.
3. No prisoner shall be employed in any disciplinary capacity.

253 - Work on Public/Religious Holidays

Arrangements shall be made for the avoidance of all *unnecessary* work by prisoners on public holidays and by prisoners of the Christian religion on Sunday, Christmas Day and Good Friday, and by prisoners of other religions on their recognised days of religious observance.

254 - Work without association

(1) If at any time it appears to the Commissioner that it is desirable for the maintenance of good order or discipline or in the interests of a prisoner that he should not be employed in association with others, the Commissioner may arrange for him to work temporarily in a cell and not in association with others.

(2) It shall be within the discretion of the Commissioner to arrange for that prisoner to be employed in association again whenever he considers this desirable, and he shall do so in any case if the Medical Officer so advises on medical grounds, or at the expiration of one month, unless authority is given from month to month by the Inspector.

255 - Hours of work

Employment shall be for eight (8) hours daily and shall consist of three classes of labour as follows:

1st Class

Males — Trades and hard physical labour as may from time to time be appointed (either within or outside the walls of a prison).

2nd Class

Males — Sedentary or less hard physical labour as may from time to time be appointed (either within or outside the walls of a prison and in workshops).

Females — Laundry, sewing, sweeping and cleaning. Females shall not work outside the walls of the prison.

3rd Class

Males and Females — Light occupation within a prison in accordance with the directions of the Medical Officer.

RELIGIOUS INSTRUCTION

256 - Religious Instruction

Adequate arrangements shall be made for the provision of religious administration to all prisoners.

257 - Religious Instruction

Services shall be held at least once a week at each prison for all prisoners of the Church of England, Roman Catholic and Non-Conformist faiths. Services for prisoners of other denominations shall be held at such times as may be arranged, if there is a sufficient number of prisoners to attend. These services shall be compulsory.

258 - Statement of Religious Affiliation

Every prisoner shall be required on reception to state his religious denomination, and shall continue to be treated as a member of that denomination unless and until he satisfies the Commissioner that he has good grounds for desiring to join another denomination.

259 - Religious Literature

Every prisoner shall, from the beginning of his sentence, be furnished with such Scriptures and books of religious observance and moral instruction as are recognized for the denomination to which he belongs.

EDUCATION

260 - Education

Provision shall be made for educational classes for the benefit of such prisoners as are likely to profit thereby.

261 - Library

A library of books suitable for the use of prisoners shall be provided in every prison.

VISITS AND COMMUNICATIONS

262 - Visits & Communications

1. Communications between prisoners and their *relatives* and *friends* shall be allowed in accordance with the following rules, *subject to such restrictions* as may be necessary for the *maintenance of discipline* and *order in prison*, and the *prevention of crime*. No other person shall be allowed to communicate with a prisoner except by special authority.
2. Every prisoner shall be allowed to write and receive a letter on his admission and he shall be further allowed to write and receive a letter and to receive a visit at intervals of not more than two months. This shall not be regarded as a privilege which is liable to forfeiture for misconduct under rules 270 and 272; provided, however, that when a prisoner who becomes entitled to a letter or visit under this or any special rule, is at the time subject to dietary restriction or close confinement, the letter or visit may in the Commissioner's discretion be deferred until such restriction or confinement has ended.
3. The Commissioner may allow any prisoner entitled to a visit to write a letter and receive a reply in lieu of such visit, and may allow any prisoner to write a special letter and receive a reply or to receive a special visit, in any of the following circumstances:-
 - a) Death or serious illness of a near relative;
 - b) Business or family affairs of an urgent nature;
 - c) Arrangements for obtaining employment or assistance from friends on release;
4. The Commissioner may at any time communicate to a prisoner or to his friends, any matter of importance to such prisoner, in case he should not be entitled to write or receive a letter.
5. Not more than three persons shall be allowed to visit a prisoner at one time.
6. Male prisoners shall be visited in the sight and hearing of a male officer, and female prisoners in the sight and hearing of a female officer.
7. No person shall be allowed to visit a prisoner on a Sunday or on a public holiday except in cases of emergency.

263 - Facility to pay fines

A person committed to prison in default of the payment of any sum which in pursuance of any conviction or order he is required to pay shall be allowed to communicate or to have an interview with any of his friends on any week-day at any reasonable hour for the bona fide purpose of providing for the payment which would procure his release from prison.

264 - Legal Visits

- (1) Reasonable facilities will be allowed the legal adviser of a prisoner who is conducting any legal proceedings, civil or criminal, in which *the prisoner is a party*, to see the prisoner with reference to such proceedings in the sight but not in the hearing of a prison officer.
- (2) The legal adviser of a prisoner may, with the permission of the Commissioner, see such prisoner with reference to *any other legal business* in the sight and hearing of a prison officer.
- (3) For the purpose of this and any special rule, "legal adviser" shall be construed to mean the prisoner's counsel or solicitor or the authorised clerk of that attorney.

265 - Police Visits

An officer of police may visit any prisoner who is willing to see him, on production of an order from the proper police authority in the sight and hearing of a prison officer.

266 - Conduct of visits

The Commissioner may in his discretion direct that any visit to a prisoner shall take place out of the hearing of a prison officer.

267 - Censoring of Letters

Every letter to or from a prisoner *shall be read* by the Commissioner or by a responsible officer deputed by him for the purpose, and it shall be within the discretion of the Commissioner to stop any letter on the ground that the *contents are objectionable* or that it is *of inordinate length*.

OFFENCES AGAINST PRISON DISCIPLINE

268 - Reporting of Offences

- (1) Every offence against prison discipline *shall be reported forthwith*, and *shall be investigated not later than the following day* unless that day is a Sunday or a public holiday.
- (2) No report against a prisoner shall not be dealt with by any prison officer except the Commissioner, the Deputy Commissioner or a Prisons Superintendent.
- (3) When a prisoner has been reported for an offence, the Commissioner or his Deputy, or a Prisons Superintendent, or a Chief Officer *may* order him to be kept apart from other prisoners pending adjudication.
- (4) A prisoner shall, before a report is dealt with, be informed of the offence for which he has been reported and shall be given an opportunity of hearing the facts alleged against him and of being heard in his defence.

269 - Offences against Prison Discipline

A prisoner shall be guilty of an offence against prison discipline if he-

- (1) disobeys any order of any prison officer or any prison rule;
- (2) treats with disrespect an officer or servant of the prison, or any person authorised to visit the prison;
- (3) is idle, careless, or negligent at work, or refuses to work;
- (4) swears, curses, or uses any abusive, insolent, threatening or other improper language;
- (5) is indecent in language, act or gesture;
- (6) commits any assault;

- (7) communicates with another prisoner without authority;
- (8) leaves his cell or place of work or other appointed place without permission;
- (9) wilfully disfigures or damages any part of the prison or any property which is not his own;
- (10) commits any nuisance;
- (11) has in his cell or possession any unauthorised or prohibited article, or obtains such article;
- (12) gives to, or receives from any person any unauthorised or prohibited article;
- (13) ***escapes from prison or from legal custody;***
- (14) ***mutinies or incites other prisoners to mutiny***
- (15) ***commits personal violence against any officer or servant of the prison;***
- (16) in any way offends against good order and discipline;
- (17) attempts to do any of the foregoing things.

270 - Powers of Award – CoP, D/Cop, Supt.

Save as provided by rule 272(1) and (2) –

- (1) The Deputy Commissioner or a Prisons Superintendent ***may investigate any offence against prison discipline***, and may determine thereupon and make one or more of the following awards

- (a) Forfeiture of remission of sentence for a period not exceeding 14 clays.
- (b) Forfeiture or postponement of privileges for a period not exceeding 14 days.
- (c) Cellular confinement on full diet and at work for a period not exceeding 14 days.
- (d) Cellular confinement on Restricted Diet No. 2 and at work for a period not exceeding 14 days.
- (e) Cellular confinement on Restricted Diet No. 1 for a period not exceeding 3 days.

- (2) The Commissioner ***may investigate any offence against prison discipline***, and may determine thereupon and make one or more of the following awards:—

- (a) Forfeiture of remission of sentences for a period not exceeding 30 days.
- (b) Forfeiture or postponement of privileges for a period not exceeding 30 days.
- (c) Cellular confinement on full diet and at work for such a period as may be necessary for the maintenance of good order and discipline.
- (d) Cellular confinement on Restricted Diet No. 2 and at work for a period not exceeding 21 days.
- (e) Cellular confinement on Restricted Diet No. 1 for a period not exceeding 14 clays.

271 - Appeals

- (1) A prisoner awarded punishment by a Deputy Commissioner or Prisons Superintendent under paragraph (1) of Rule 270 may appeal against such award to the Commissioner and if such award is not rescinded by the Commissioner an appeal shall lie, ***with the leave of the Commissioner*** to the Inspector.

- (2) A prisoner awarded punishment by the Commissioner, under paragraph (2) of Rule 270 may, ***with the leave of the Commissioner*** appeal against such award to the Inspector provided that no such appeal shall be entertained unless ***notice*** shall have been given ***within two hours*** after the award.

- (3) The Inspector and the Commissioner, in disposing of any appeal under this rule, may confirm, set aside, modify, reduce or increase the punishment, provided that any such modified or increased punishment shall be a punishment which could have been awarded by the officer from whose decision the appeal has been lodged.

272 - Powers of Award: IOP

- (1) Where a prisoner is reported for any of the following offences:—
 - (a) escaping or ***attempting to*** escape from prison or from legal custody;
 - (b) gross personal violence to a fellow prisoner; or
 - (c) any ***serious*** or repeated offence against prison discipline for which such award as the Commissioner is authorised to make is deemed insufficient.

The Commissioner **may** forthwith report the offence to the Inspector who shall **as soon as possible** enquire into the report (such enquiry may if he thinks it desirable be on oath) and make one or more of the following awards:

- (i) Forfeiture of remission of sentence.
- (ii) Forfeiture or postponement of privileges.
- (iii) Cellular confinement on full diet and at work for such a period as may be necessary for the maintenance of good order and discipline.
- (iv) Cellular confinement on Restricted Diet. No. 2 and at work for a period not exceeding 42 days.
- (v) Cellular confinement on Restricted Diet No. 1 for a period not exceeding 28 days.

(2) Where a prisoner is reported for one of the following offences:—

- (a) Mutiny or incitement to mutiny;
- (b) Gross personal violence to an officer or servant of the prison; or
- (c) Any offence described in paragraph (1) of this Rule being an offence of an **aggravated** nature,

The Commissioner shall forthwith report the offence to the Inspector, who shall proceed as provided by the next preceding paragraph and make awards under the powers set forth in the next preceding paragraph, or, in the case of a **male prisoner under sentence of hard labour, order corporal punishment, in addition to or in lieu of any such awards.**

(3) Whenever an Order for corporal punishment is made, the Inspector shall immediately furnish to the [Governor] Minister a COPY of the notes of evidence, and a report of the sentence and the grounds on which it was passed. Such order shall not be carried into effect until it has been confirmed by the [Governor] Minister.

(4) The Order for corporal punishment shall be duly entered in the prescribed manner, and the number of lashes or strokes, and the instrument with which they are to be inflicted shall in all cases be stated in the Order.

(5) Corporal punishment, in the case of a prisoner over 18 years of age shall be inflicted either with a cat-o-nine tails or with a birch or similar rod; **and in the case of a prisoner under 18 years of age with a birch or similar rod. (impliedly repealed with abrogation of Corporal Punishment <18 Act)**

(6) The number of lashes or strokes inflicted on a prisoner of 18 years of age or over shall not exceed 24, **or, on a prisoner under 18 years of age, 12. (impliedly repealed with abrogation of Corporal Punishment <18 Act)**

(7) The Inspector, instead of inquiring into a report and awarding punishment, may, in appropriate cases, direct that steps be taken to have the prisoner prosecuted before Court.

273 - Punishment

(1) Cellular confinement on restricted diet, and corporal punishment, shall in no case be awarded unless the Medical officer has certified that the prisoner is in a fit condition of health to sustain it.

(2) Every prisoner undergoing cellular confinement or subject to restricted diet shall be visited at least once a day by the Commissioner or his Deputy, or by a Prison Superintendent, and by the Chaplain and Medical Officer whenever these Officers visit the prison. He shall also be visited by an officer on duty at intervals of not more than three hours during the day.

(3) Every punishment awarded shall be entered in the Punishment Book kept for that purpose and in the prisoner's record and shall be initialled by the Inspector or officer who awarded it.

274 - Corporal Punishments

- (1) All corporal punishments within a prison shall be attended by the Commissioner or his Deputy, or by a Prisons Superintendent, and by the Medical Officer.
- (2) The Medical Officer shall immediately before the punishment is inflicted examine the prisoner and satisfy himself that he is in a fit condition of health to undergo the punishment, and shall make such recommendations for preventing injury to the prisoner's health as he may deem necessary. The Commissioner shall ensure that such recommendations are given effect to.
- (3) At any time after the infliction of punishment has commenced, the Medical Officer may, if he deems it necessary in order to prevent injury to the prisoner's health, recommend that no further punishment be inflicted, and the Commissioner or his Deputy or a Prisons Superintendent shall thereupon remit the remainder of the punishment.
- (4) The Commissioner shall ensure that the hour at which the punishment was inflicted, the number of lashes or strokes inflicted and any orders that may have been given as to remission are duly entered in the Corporal Punishment Book kept for that purpose.

RESTRAINTS**275 - Restraints**

No prisoner shall be put under mechanical restraints as a punishment.

276 - Restraints

- (1) When it appears to the Commissioner or the Deputy Commissioner or a Prisons Superintendent that in order to prevent a prisoner from injuring himself or others or damaging property, or creating a disturbance, it is necessary that he should be placed under mechanical restraint; he may order him to be placed under mechanical restraint.
- (2) No prisoner shall be kept under mechanical restraint for longer than is necessary, and in any case not for more than 24 hours *unless an order in writing from the Inspector* is given, specifying the cause thereof and the time during which the prisoner is to be so kept, which order shall be preserved by the Commissioner as his warrant.
- (3) Particulars of every case of mechanical restraint shall be forthwith recorded by the Commissioner.
- (4) No mechanical means of restraint shall be used except of such patterns and in such manner and under such conditions as may be approved by the Governor.

277 - Cellular Confinement

The Commissioner or the Deputy Commissioner or a Prisons Superintendent may order any refractory or violent prisoner to be *temporarily confined* in a cell.

COMPLAINTS BY PRISONERS**278 - Complaints and requests**

- (1) Arrangements shall be made that any request by a prisoner to see the Commissioner or Deputy Commissioner or Prisons Superintendent or the Inspector shall be recorded by the officer to whom it is made and conveyed without delay to the superior officer in charge. The Commissioner shall inform the Inspector on his next visit to the prison, or earlier if considered necessary, of every such request of a prisoner to see him.
- (2) Should the Deputy Commissioner or Prisons Superintendent be unable to deal with an application made by a prisoner the matter should be referred to the Commissioner.

279 - Hearing of Applications

The Commissioner or Deputy Commissioner or a Prisons Superintendent shall, at a convenient hour on every day, other than Sundays and public holidays, hear the applications of all prisoners who have requested to see him.

PETITIONS

280 - Petitions

- (1) Petitions from prisoners shall be submitted on the prescribed form and shall be forwarded along with the comments of the Commissioner to the Inspector for his comments before being forwarded, through the usual channels, to the Governor.
- (2) A prisoner who has petitioned and has not received a reply will not, except in special circumstances, be allowed to petition again during the same sentence until a reply is received.
- (3) Replies to petitions shall, in all cases, be communicated to prisoners individually, and not in the presence of other prisoners. Whenever a prisoner desires it, the effect of the reply to his petition will be explained to him.

REVIEW OF LONG SENTENCES

281 - Review of Long Sentences

The case of every prisoner serving a life sentence shall be reviewed by the ***Governor in Council*** at the 4th, 8th, 12th, 16th, and 20th year of the sentence.

282 - Review of Long Sentences

The case of every prisoner serving a term of imprisonment exceeding four (4) years shall be reviewed by the ***Governor*** at intervals of four years or at shorter periods if deemed advisable.

CLASSIFICATION

283 - Classification

- (1) With a view to facilitating the training of convicted prisoners and to minimising the danger of contamination, the Commissioner shall classify them in accordance with the following provisions:-
 - (a) Star Class - Those who are in prison for the first time or those ***whose previous sentences were for trivial offences*** and whose character is otherwise good.
 - (b) Special Class - Those who have served ***not more than three sentences for offences not considered grave***, or who are not habitually criminal or of corrupt habits.
 - (c) Ordinary Class - Those not placed in (a) or (b).
- (2) Each Class shall be separated as far as this is practicable.
- (3) The Commissioner may, in his discretion, exclude or remove from (a) or (b) any prisoner whose character or conduct unfits him to associate with other prisoners of that class.

HONOUR PRISONERS

284 - Honour Prisoners – Employment

- (1) Prisoners personally selected by the Commissioner or the Deputy Commissioner or a Prisons Superintendent may be employed within the walls of a prison without the constant supervision of an officer.
- (2) Special care shall be exercised in the selection of prisoners for such employment, particularly in the case of a prisoner in the earlier part of his sentence or with a considerable criminal record.
- (3) Each prisoner so selected will give his word of honour in writing to the Commissioner, Deputy Commissioner or Prisons Superintendent to obey all rules and orders, to put his best efforts into his work and to conduct himself properly in every way in return for being trusted. While employed as an “Honour Prisoner”, he shall wear a red band around his right arm.

(4) This privilege may be forfeited for breach of trust or misconduct.

REMISSION OF SENTENCE

285 - Remission

With a view to encouraging good conduct and industry and to facilitating the reformatory treatment of prisoners, arrangements shall be made by which a convicted prisoner serving imprisonment, whether under one sentence or consecutive sentences or under any such sentence or sentences and the remnant of a previous sentence, for a period exceeding one month, may become eligible for discharge when a portion of his term of imprisonment, not exceeding one-third of the whole term of imprisonment, has yet to run: Provided that nothing in the said arrangements shall authorise the reduction of any period of imprisonment to be served to less than thirty days.

285A - Remission (1991 Amendment)

Notwithstanding rule 285, where a prisoner is sentenced to a term of imprisonment, whether under one sentence or consecutive sentences the aggregate of which does not exceed twelve months, he may become eligible for discharge when a portion of his term of imprisonment, not exceeding one-half of the whole term of imprisonment, has yet to run, save that nothing in this rule shall authorize the reduction of any period of imprisonment to be served to less than thirty days.

PROGRESSIVE STAGES

286 - Stages

(1) There shall be established a system of progressive stages with increasing privileges attached to the higher stages for sentences mentioned in **rule 285(b)***. [see Prison (Amendment) Rules, 1948]

(2) There shall be four stages – First, Second, Third and Special, Promotion from stage to stage will in all ordinary cases follow the earning of the prescribed number of stage marks. Privileges may be forfeited or postponed in accordance with rules 270 and 272.

First Stage:

A prisoner shall remain in this stage until he has earned 1,647 [<6mths] marks and may be allowed: sea-bathing, one visit of 15 minutes duration and one letter at intervals of two months, one library book a week to attend concerts, lectures and other entertainments.

Second Stage:

On promotion to this stage a yellow band will be worn on the left sleeve. A prisoner shall remain in this stage until he has earned 6,570 [>6mths <2yrs] marks and may be allowed: sea-bathing, one visit of 30 minutes duration, and one letter at intervals of six weeks, two library books a week, to attend concerts, lectures and other entertainments, to work at and be taught trades and handicrafts, to take part in outdoor games, to receive approved articles of comfort and reading matter from friends or relatives.

Third Stage:

On promotion to this stage a green band will be worn on the left sleeve. A prisoner shall remain in this stage until he has earned 13,140 [>2yrs <4yrs] marks, and shall be eligible for all privileges of the Second Stage with indoor games added; he may also be allowed one visit of 45 minutes duration and one letter at intervals of one month.

Special Stage:

On promotion to this stage a blue band will be worn on the left sleeve. A prisoner will remain in this stage for the remainder of his sentence [>4yrs] and be eligible for all the privileges of the Third Stage.

287 - Special Remission

A prisoner in the Special Stage at the time of his discharge may be granted an earlier discharge of three days. If, however, at the date of his discharge he has been continuously in this stage for a *period of not less than six months* and his conduct has been *continuously good for that period*, he may be granted an earlier discharge of seven days.

AWARDING OF MARKS FOR REMISSION OF SENTENCE AND STAGE PRIVILEGES

288 - Awarding of marks for remission

(1) Every sentence mentioned in rule 285 shall be represented by a number of marks to be computed at the rate of six marks for every day of such sentence.

(2) Every day each prisoner will be credited with not less than six and not more than nine marks in respect of his industry and conduct for that day, and when such prisoner shall have earned the aggregate of marks by which the term of his sentence is represented, he shall be discharged unconditionally.

289 - Remission and Stage Marks

The number of marks awarded for remission and for stage respectively need not be the same. Prisoners cannot be awarded less than six marks per day for remission, but may be awarded less, or none at all, for stage.

290 - Accreditation of Marks to hospitalized inmates

As remission of sentence can only be earned by good conduct and industry in prison, a prisoner returning to prison from the Mental Hospital or the General Hospital will be credited with the minimum number of remission marks only during the period spent in any such Hospital. No marks for stage will be awarded for such period.

291 - Accreditation of Marks to inmates undergoing punishment

In the case of prisoners undergoing cellular confinement as punishment, the Commissioner, Deputy Commissioner or a Prisons Superintendent will satisfy himself that the actual work, if any, performed by the prisoner is correctly recorded each day. On completion of the period the Commissioner, Deputy Commissioner or a Prisons Superintendent, will determine the number of remission and stage marks to be awarded for the period.

292 - Accreditation of Marks on Weekend, Holidays, etc.

The number of remission and stage marks to be allotted for Sundays and holidays and to the sick in Infirmaries will be based on the prisoner's industry and conduct during the preceding week or while in health, and will be allowed at the discretion of the Commissioner, Deputy Commissioner or a Prisons Superintendent. If any sick prisoner has brought about his ill-health by his own deliberate act, he will be awarded the minimum marks for remission and none for stage.

EARNINGS

293. - Earnings

(1) Every prisoner undergoing a sentence mentioned in Rule 285(b) shall be eligible to earn monetary remuneration which shall be awarded in accordance with the following grades:

Grade A - for the first 13 weeks no remuneration;

Grade B - from the 14th to the 52nd week 50 cents per week;

Grade C - from the 53rd to the 130th week 70 cents per week; and

Grade D - from the 130th week to the end of sentence 90 cents per week.

- (2) Promotion from grade to grade may be delayed at the discretion of the Commissioner, Deputy Commissioner or a Prisons Superintendent, after careful consideration of the prisoner's industry and conduct.
- (3) A prisoner may be reduced to another grade, or fined not more than one week's pay for idleness, unsatisfactory work or misconduct.
- (4) Prisoners while at the Mental Hospital or at the Colonial Hospital will not be credited with pay.
- (5) Prisoners while sick in the Infirmary may be credited with pay at the discretion of the Commissioner, Deputy Commissioner or a Prisons Superintendent, due regard being given to the cause of the illness.
- (6) Prisoners undergoing cellular confinement as a punishment will be credited with pay if they have performed the allotted task.
- (7) The amount due to each prisoner shall be paid to him on his discharge.

PART V

SPECIAL RULES FOR PARTICULAR CLASSES OF PRISONERS

Prisoners under sentence of death

294 - Condemned prisoners – Reception

A prisoner under sentence of death shall immediately on his reception in a prison be specially searched, and every article shall be taken from him which the Commissioner deems dangerous or inexpedient to leave in his possession.

295 - Condemned Prisoners – Supervision

- (1) A prisoner under sentence of death shall be confined in a separate cell and shall be kept apart from all other prisoners.
- (2) He shall be kept by day and by night in the constant charge of a prison officer.
- (3) He shall not be called upon to do any work.

296 - Condemned Prisoners – Visits

- (1) A prisoner under sentence of death may be visited by such of his **relations, friends and legal advisers** as he desires to see and who are authorised to visit him by an order in writing from the Commissioner of Prisons.
- (2) The Chaplain shall have free access to every such prisoner. If however the prisoner desires to be visited by his own Minister or priest arrangements shall be made for such visits.
- (3) No other person (other than the Inspector or an officer of the Prison) shall have access to any such prisoner except by permission of the Commissioner of Prisons.
- (4) All visits to prisoners under sentence of death, whether by legal advisers or others, shall take place in the sight and hearing of a prison officer, notwithstanding that such visit may be in relation to an appeal.
- (5) A prisoner under sentence of death shall be allowed special facilities to correspond with his legal advisers, his relatives and friends and shall be allowed such diet and exercise as the Commissioner may direct.

First Division Prisoners

297 - First Division Prisoners

Persons committed to prison in any of the following circumstances shall be classed as first Division Prisoners:

- (a) For default in the payment of a civil debt, tax or rate, or for contempt of Court, or for want of security for their appearance at Court.
- (b) To await deportation or extradition.
- (c) To await trial at the Assizes, or during the investigation of charges by any court.
- (d) To await the hearing of an appeal against sentence or conviction.

298 - First Division Prisoners – Privileges

- (1) First Division prisoners shall be detained in that part of the prison specially provided for them, and be kept apart from other prisoners as far as this is practicable.
- (2) They shall not be compelled to have their hair cut or to shave except when the Medical Officer deems it necessary on the grounds of health or cleanliness, and their hair shall not be cut closer than may be necessary for such purposes.
- (3) They may be permitted to wear their own clothing and have necessary changes supplied from time to time, provided that such clothing -
 - a. be sufficient and suitable
 - b. be not required for the purposes of justice;
 - c. be disinfected if the Medical Officer so requires.
- (4) If they do not wear their own clothing they shall wear a prison dress of white.
- (5) They may be allowed to order food for themselves at their own expense and to have such food sent in at the hours fixed by the Commissioner and subject to strict examination. This privilege may, at any time, be withdrawn by the Commissioner on proof of any abuse thereof.
- (6) They shall be allowed prison diet as prescribed by Schedule IV hereto (except when they have food sent in).
- (7) They shall be permitted to be visited twice a week between the hours of 10 a.m. and 2.p.m. by not more than three relatives or friends or legal advisers, at the same time for a period of 15 minutes. The Commissioner may in any special case or for special reasons prolong the period of the visit or increase the number of visits or allow them to be visited by more than three persons at the same time. Such interviews to be in the presence and hearing of a prison officer, except in the case of legal advisers when the interview shall be in the sight, but not in the hearing of such officer.
- (8) They shall, if necessary for the purpose of their defence, be allowed to see on any week day at any reasonable hour, a registered medical practitioner chosen by themselves or their friends or legal advisers in the sight but not in the hearing of a prison officer.
- (9) They shall be allowed to write two letters a week to their relatives, friends or legal advisers. Any confidential written communication prepared as instructions for their legal advisers may be delivered personally to him or his authorised clerk without being examined by the Commissioner unless the Commissioner has reason to believe that it contains matter not relating to such instructions. All other communications shall be subject to inspection by the Commissioner and may be refused if objectionable.
- (10) They may, with the Commissioner's permission, receive at their own expense, toilet requisites, books, newspapers or other articles as are not, in the opinion of the Commissioner, or an objectionable kind or likely to be detrimental to prison discipline.
- (11) They may, with the Commissioner's permission, receive any books, papers or documents required for the preparing of their defence.

299 - Forfeiture of Privileges

Such of the special privileges as are allowed by these Rules to the First Division prisoners may be forfeited for any abuse thereof, except in the case of visits and letters required for the purposes of securing bail or preparing a defence.

300 - Exercise of First Division Prisoners

First Division prisoners shall be allowed such exercise as may be laid down for them from time to time by the Commissioner.

301 - Time served before entering appeal

The time served by a convicted prisoner, before entering an appeal against conviction or sentence, shall be taken into account in computing the length of his sentence should such sentence be confirmed by the Appellate Court.

302 - Helpers

First Division prisoners shall not be required to work, but may, if they so desire and if the Commissioner approves, be employed within a prison.

303 - Application of General Rules to First Division Prisoners

First Division prisoners shall be subject to the rules set out in Part IV hereof, except in so far as the same are inconsistent with the special rules applying to them.

304 - Discharge

First Division prisoners shall be discharged from the Royal Gaol, and not from the Police Headquarters as required by rule 237 hereof.

Second Division Prisoners**305 - Definition**

- (1) Prisoners committed to prison in any of the following circumstances shall be classified as Second Division prisoners:-
 - (a) To serve a sentence without hard labour.
 - (b) Failure to find sureties for the keeping of the peace.
 - (c) Sentenced by a Naval, Military or Air Force Court.
- (2) They shall be located in that part of a prison specially provided for this Class of prisoner and be kept apart from other prisoners as far as this is practicable.
- (3) They shall not be required to work, but may, on application in writing, be employed within a prison. In such cases, they shall be subject to the rules set out in Part IV hereof.

306 - Work

Should Second Division prisoners desire not to work, they shall be confined to their cells except for such periods of daily exercise as may be laid down by the Commissioner.

307 - Discharge

On the expiry of their sentence, Second Division prisoners shall be discharged from the Royal Gaol, and not from Police Headquarters as provided in rule 237.

FEMALE PRISONERS WELFARE FUND**307A - Welfare Fund**

There shall be established a Fund to be known as the Female prisoners Welfare Fund into which shall be paid all monies received from the sale of articles of handicraft made by female prisoners. The Fund shall be administered in accordance with the terms set out in Schedule VI hereto and all monies of the Fund shall be deposited in the Post Office

Savings Bank in the names of the Commissioner of Prisons and the Matron of Prisons as trustees.

PART VI

FIREs

308 - Communication of Fire

If any part of a prison is found to be on fire, or in danger from fire, the Commissioner of Prisons is to be at once communicated with by the officer for the time being in charge of such prison. In the absence of the Commissioner, the Deputy Commissioner shall be notified.

309 - Fire to Inmate Building

If a fire occurs in any building occupied by prisoners, or a place contiguous thereto, safety to life is the first object to be attended to by prison officers. The safe custody of prisoners and the steps for extinguishing the fire will be the next consideration. The prisoners should be at once removed to such place as the Commissioner or officer in charge shall direct, according to circumstances.

310 - Fire at Infirmary

If a fire occurs in the Infirmary, the patients shall be removed to some part of the prison where they may be out of danger and provided for as circumstances will permit under the instructions of the Medical Officer or of the Dispenser or Assistant Dispenser, who will be at once summoned on an outbreak of fire.

311 - Fire at Night

If there is an outbreak of fire in a prison at night, the yard bell should be immediately rung by the sentry on duty (three loud and quick strokes). Officers employed at such prison shall, on hearing the alarm, when off-duty, hurry to the prison with all dispatch. The keys will at once be distributed to all officers present and to each officer as he enters. An officer will be stationed at the Main Gate to let in the Fire Brigade and prison officials and others authorized by the Commissioner of Prisons. Such officer shall on no account whatever admit any unauthorized person.

312 - Officers instructed in Fire Drill

All prison officers shall be instructed in Fire Drill, and shall make themselves acquainted with the position of the hydrants in the prison in which they are employed.

313 - Prisoners trained in Firefighting

Well-conducted prisoners shall be instructed in the duties expected of them in case of fire. This party of prisoners will be at once unlocked when there is a fire, and taken to the duties in which they will have been previously trained. These prisoners will all be located in the same building and in consecutive cells.

314 - Buckets

Buckets filled, some with water, and some with sand, shall be kept at all times at every prison.

315 - Appliances to be Accessible

All fire appliances shall be kept in an accessible and convenient place.

316 - Priority to Life

During an outbreak of fire in a prison, after due attention has been paid to the lives and safe custody of prisoners, the prison officers shall direct their efforts to the saving of stores, records and other property.

317 - Posting of Fire Orders

A copy of the Fire Orders made by the Commissioner shall be posted in each prison to which they apply.

318 - Commencement

These Rules shall take effect from the date of their publication in the Royal Gazette, 26th August, 1943.